

Jaggaer e-Procurement

Catalog Purchase

“Punchout Requisition”

Requester: Punchout Requisition

Simple **Advanced**

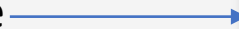
Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) | Browse: [Suppliers](#) | [Categories](#) | [Contracts](#)

Search for products, suppliers, forms, part number, etc.



The Punchout functionality connects you to the vendor's online catalog accessing account pricing. You can place your items in the vendor cart and the item(s) are imported back into Jaggaer.

Click the vendor to connect to the vendor website



Electronics

	 AggBuy
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Laboratory Supplies

		 Certified WBE	
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MRO Supplies

 Other Resellers-Cert MWBE
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Special Requests

 STANDING ORDER REQUEST	 HONORARIUM REQUEST	 PAYMENT REQUEST	 TRADEMARK MATERIALS REQUEST	 SERVICE REQUEST
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Requester: Punchout Requisition

You are redirected to the vendor's web site where you can search for the products needed

The screenshot shows the Bio-Rad website's search results for 'PCR'. The navigation bar includes 'Specialties', 'Applications', 'Products', 'Services', 'Resources', and 'News & Events'. The search bar contains 'PCR' and a magnifying glass icon. The results are displayed in a grid format with three columns. The first column contains filter options for 'Products' and 'Content Types'. The second and third columns contain product overview cards with images and descriptions.

Products

- Instruments and Systems (591)
- Reagents (346)
- Assays (227)
- Consumables (161)
- Classroom Educational Kits (106)

[Show more](#)

Content Types

- Documents (983)
- Ordering Information (705)
- Products (221)
- Knowledge Center (195)
- News (124)

[Show more](#)

Documents

- Manuals and Quick Guides (499)
- Brochures and Specifications (189)

1-10 of 12511 results

Product Overview
PCR and Real-Time PCR Reagents
Bio-Rad's reagents are specially formulated to meet both conventional and real-time PCR requirements with minimal need for optimization.

Product Overview
PCR Tubes and Caps
Choose from the wide array of polypropylene thin-wall tubes and caps for PCR and other assays.

Product Overview
GAPDH PCR Module
An advanced PCR lab that utilizes nested PCR, the GAPDH PCR module allows students to amplify a portion of the GAPC gene, a housekeeping gene in the glyceraldehyde-3-phosphate dehydrogenase (GAPDH) family, from a plant of their choice.

Product Overview
PCR Plastic Accessories
A wide variety of PCR sealing and positioning tools are available to facilitate sample handling: Easy Cap and strip cap tools, racks, sealing roller, loading tray, pressure pad, and support plate.

Requester: Punchout Requisition

When you find the item you are looking to purchase.
Add your quantity and click on add to cart

BIO-RAD Specialties Applications Products Services Resources News & Events Search

PCR Plastics Selector

Product Information

- Overview
- Ordering
- Accessories
- Documents

Ordering

0.2 ml Flat PCR Tube 8-Cap Strips, optical, ultraclear
TCS0803
Pkg of 120, 8-cap strips for 0.2 ml tubes and plates for PCR and optical reactions, ultraclear

Your Price: \$33.80

Quantity: [Add to Cart](#)

[Add to Quote](#) [Add to Hot List](#)

After you add the item to your cart you will see a link to check out. If you are done selecting your items you can check out. If not, you can continue to add items to your cart.

Ordering

0.2 ml Flat PCR Tube 8-Cap Strips, optical, ultraclear
TCS0803
Pkg of 120, 8-cap strips for 0.2 ml tubes and plates for PCR and optical reactions, ultraclear

Your Price: \$33.80

Quantity: [Check Out](#)

[Add to Quote](#) [Add to Hot List](#)

Requester: Punchout Requisition

After you click on check out you will be directed to the vendor's cart. Here you can review that your item(s) are in the cart and ready to be imported into Jaggaer. If you are all done shopping click the green button to Proceed to Checkout

Cart [Rename](#) | [Email cart](#) | [View all carts](#)

Account: 1015427

Please review any items in your cart before checking out. Use the **Quick Add** feature to add items to your cart.

Add quote to cart [Add to Cart](#)

Upload items to cart [Browse](#) [Upload to cart](#)
[Download order template](#)

[Proceed to Checkout](#)

Remove All Items [Save Updates](#)

Quick Add : Enter Catalog # Quantity [+](#)

Item	Catalog #	Availability	Your Price	Quantity	Total
01 0.2 ml Flat PCR Tube 8-Cap Strips, optical, ultraclear Pkg of 120, 8-cap strips... More	TCS0803	Stock: 1 on order Ship: 1 expected to ship on 1/5/24	\$33.80	<input type="text" value="1"/> <input type="checkbox"/> Remove	\$33.80

Promotion Code: [Apply](#)

Subtotal	\$33.80
Estimated Shipping Charges to NY	\$31.89
Estimated Packaging Charges	\$0.00
Estimated Tax: (Not applicable for tax exempt accounts)	\$5.67
Order Total	\$71.36

After you click proceed to checkout you will receive a confirmation page to transfer to procurement system (Jaggaer)

Confirmation

Please click on 'Transfer to Procurement System' to send your Cart contents to your procurement system.

[Continue Shopping](#)

[Transfer to Procurement System](#)

NOTE: We are a tax exempt organization so tax should not be included.

Requester: Punchout Requisition

After transferring your cart you will be directed back into Jaggaer where you will finish your requisition check out process. Click Proceed to Checkout



Shopping Cart • 3918141

Assign Cart Proceed To Checkout

Simple Advanced

Search for products, suppliers, forms, part number, etc.


1 Item

Bio Rad Laboratories Incorporated • 1 Item • 33.80 USD

SUPPLIER DETAILS 100 : 2000 Alfred Nobel Drive, Hercules, Califo...

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 1/4/2024 6:51:55 PM

- 0.2 ml Flat PCR Tube 8-Cap Strips, optical, ultraclear -
Pkg of 120, 8-cap strips for 0.2 ml tubes and plates for PCR and optical reactions, ultraclear

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1  0.2 ml Flat PCR Tube 8-Cap Strips, optical, ultraclear - Pkg of 120, 8-cap strips for 0.2 ml tubes and plates for PCR and optical reactions, ultraclear	TCS0803	EA	33.80	Qty: 1 EA	33.80

ITEM DETAILS

Commodity Code 31141500-3900000-537700
Injection moldings

Summary

Details

For
Cinsia Guglielmo-Gonzalez

Name
World Globe

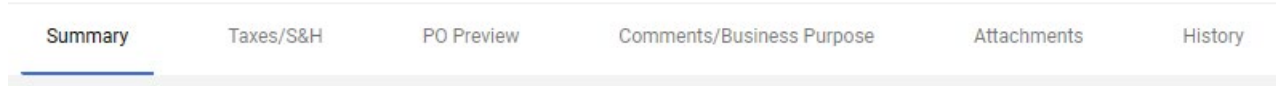
Total (33.80 USD)

Subtotal	33.80
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Total	33.80

Requester: Punchout Requisition

Checkout Process

The Requisition has 6 tabs: Summary, Taxes/S&H, PO Preview, Comments/Business Purpose, Attachments and History



You will be directed back to the requisition summary tab which has the following sections: General, Shipping, Billing, Purchasing Information, Accounts Payable, RF Approval Certification, Accounting Codes, Internal and External Notes and Attachments, Item lines. There are 2 sections that you must complete, shipping and accounting codes.

Shipping



Ship To

Attn: Cindy
Hlth Science Ctr Brooklyn
Bldg: HSEB
Room: B-007
445 Lenox Road
Brooklyn, NY 11203
United States

Accounting Codes



Account Source	Fiscal YR-SUNY	Account-SUNY	Full/Partial-SUNY	Project-RF	Task-RF	Award-RF	Award End Date	Award Type	Exp Major-RF	Exp Minor-RF	Exp Type	TTO Docket-RF
R Research	N/A N/A	N/A N/A	N/A N/A	no value Required	no value Required	no value Required	no value	no value Required	no value Required	no value Required	no value Required	no value

SUNY Object


values vary by line

If you would like to include a message with your requisition you can do so by clicking the Comments/Business Purpose Tab. In addition, you also have the availability to upload documentation by clicking the Attachment tab.

Requester: Punchout Requisition

Checkout Process

General Section: Shipping is required information

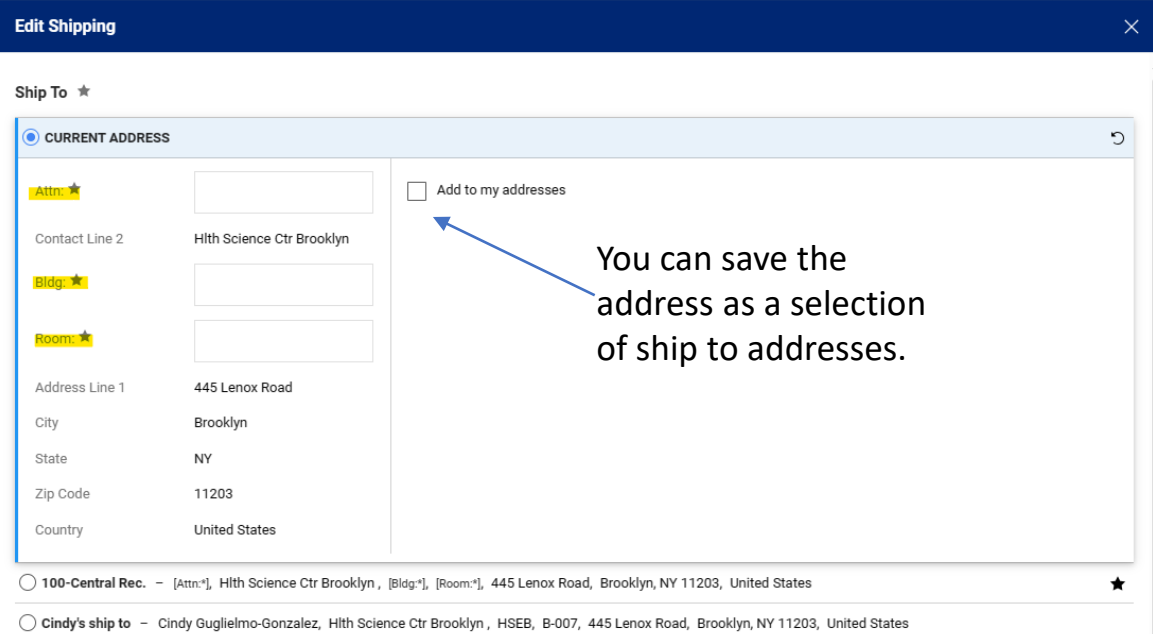
You must add the recipient's name and office location where the package is to be delivered. To edit this section click on the 

Shipping ...

Ship To

Attn:
Hlth Science Ctr Brooklyn
Bldg:
Room:
445 Lenox Road
Brooklyn, NY 11203
United States

Add Attn, Bldg and room 



Ship To ★

CURRENT ADDRESS

Attn: Add to my addresses

Contact Line 2 Hlth Science Ctr Brooklyn

Bldg:

Room:

Address Line 1 445 Lenox Road

City Brooklyn


State NY

Zip Code 11203

Country United States

100-Central Rec. - [Attn:], Hlth Science Ctr Brooklyn, [Bldg:], [Room:], 445 Lenox Road, Brooklyn, NY 11203, United States ★

Cindy's ship to - Cindy Guglielmo-Gonzalez, Hlth Science Ctr Brooklyn, HSEB, B-007, 445 Lenox Road, Brooklyn, NY 11203, United States

You can save the address as a selection of ship to addresses. 

After you edit your shipping to include attention name, building and room, click on the update button on the bottom right of the screen








Update

Close

Requester: Punchout Requisition

Accounting Codes: This is a required section






















You will need to enter the Project, Task, Award and Expenditure Type. To edit this section click on the pencil 

Accounting Codes												
Account Source	Fiscal YR-SUNY	Account-SUNY	Full/Partial-SUNY	Project-RF	Task-RF	Award-RF	Award End Date	Award Type	Exp Major-RF	Exp Minor-RF	Exp Type	TTO Docket-RF
R	N/A	N/A	N/A	no value	no value	no value	no value	no value	no value	no value	no value	no value
Research	N/A	N/A	N/A	 Required	 Required	 Required		 Required	 Required	 Required	 Required	

After you click the pencil to edit, it opens the required fields below.

Refer to the expenditure type description list to chose the type that best fits the expense.

Accounting Codes

Project-RF  	Task-RF  	Award-RF  	Award End Date 	Award Type  	Exp Major-RF  	Exp Minor-RF  	Exp Type  
No Value 	No Value 	No Value 	<input type="text"/>	No Value 	<input type="text"/> 	<input type="text"/>	No Value 

Click on the magnifying glass to search for your project number

Click on the arrow for the drop down list of Exp Major categories

After you have populated all your accounting code fields, click the Save button on the bottom right of the screen

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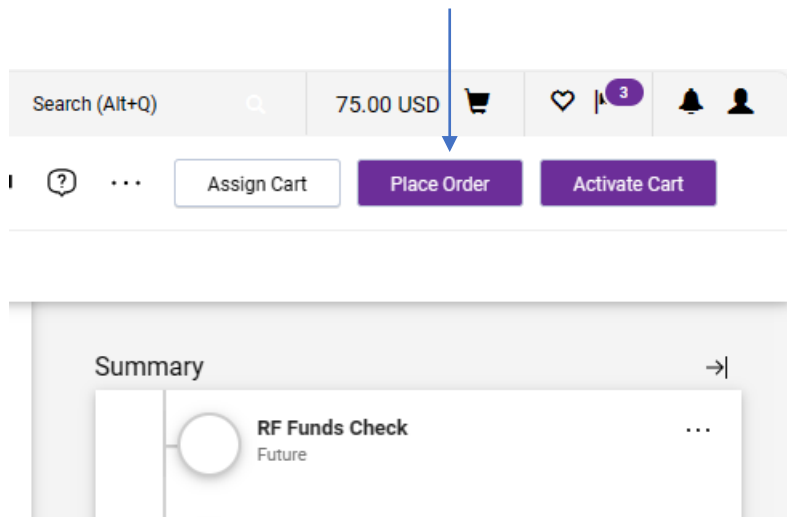
Internal Notes and Attachments - External Notes and Attachments

If you have any quotes, approvals or other pertinent information that should be attached to the requisition you have the opportunity to do so in this section.

Internal Notes/Attachments can be used for notes to grant owner, grant manager and buyer. **Internal Attachments** should be used for quotes, IT/department approvals.

External Notes/Attachments should ONLY be used for instructions that you need to communicate to the vendor. For example, referencing account number and/or quote number, requiring a specific lot number, dry ice needed, etc. **External Attachments** should be used to attach the vendor's quote and or other attachments the vendor requires for the order.

After you have completed your Requisition click place order on the upper right hand side of your screen to submit the requisition for grant owner approval.



Requester: Punchout Requisition

Any required information that maybe missing will show in your summary to the right of the screen.

If you click on each of the issues it will direct you to the section where the information should be completed.

You can also view the requisition workflow including approvals and account validations. If you click on the purple tasks, it will provide the name of the person assigned to that step.

Draft (returned)

✖ **Correct these issues.** ∨
You are unable to proceed until addressed.

[Address is incomplete: Shipping address](#)

[Required: Task-RF](#)

What's next for my order? ∨

Next Step **RF Funds Check Response**

Approvers There are no approvers

Workflow ⋮

Show skipped steps

Draft
Active

Start - Parallel Steps

RF Funds Check
Future ⋮

RF Funds Check Response
Future ⋮

End - Parallel Steps

Missing Approver Catch-All
Future ⋮

Purchasing/Buyer - Downstate
Future ⋮

Start - Parallel Steps